

Public Records Request

Date of Request:		Case Number:	
Requested By			
Name of Requestor:			
Address:			
City, State, Zip:			
Phone:		Email:	
Your relationship to incident:			
I prefer to receive these records in the following format:			
<input type="checkbox"/> Electronic (CD/DVD/FTP/Scanned document) - \$5.00 per CD or DVD <input type="checkbox"/> Fire Investigation Report - \$10.00 for the first 10 pages plus \$0.19 for each additional page <input type="checkbox"/> Fire Investigation Photographs - \$1.00 per sheet. Customer pays actual cost if requesting photo copies through a photo lab. <input type="checkbox"/> Paper copy - \$0.19 per page <input type="checkbox"/> Pick up at office <input type="checkbox"/> View records by appointment – no charge <input type="checkbox"/> Plans			
Note: We will invoice you for payment of charges.			
Records Requested			
<input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Vehicle Other _____			
Incident Information			
Date of incident	Time of incident	Location (address, zip code, county)	
Parties involved #1		Parties involved #2	
Investigator	Case Number	Other	
Public records requests are subject to RCW 42.56 Public Records Act. Full text is available on the Web site: apps.leg.wa.gov/RCW/		Office Use Only	
The Public Disclosure Law requires that requests for access to records be responded to within five (5) business days by either providing the records or providing an estimate of time when the records will be available.		Initial report fee	
All requests are subject to review by the Clark County Prosecutor's Office.		No. of pages	
		CD/DVD	
		Photos	
		Copy	
		No Charge	

Revised 9/25/09



Public Safety Complex
 505 NW 179TH ST, Ridgefield, Washington
 Phone: (360) 397-2186 Fax: (360) 397-2076
www.clark.wa.gov/commdev/



For an alternate format,
 contact the Clark County
 ADA Compliance Office.
 Phone: (360)397-2025
 Relay: 711 or (800) 833-6384
 E-mail: ADA@clark.wa.gov